

STATE OF MONTANA JOB VACANCY
AN EQUAL OPPORTUNITY EMPLOYER
DEPARTMENT OF REVENUE
"External Recruitment"

Position Title: Business Tax Auditor
Position Number: 58106096 (4 positions available)
Division: Business & Income Tax Division
Grade/Salary: 13/\$36,596/yr DOQ
Type of Employment: Permanent/Full Time
Location: Helena, Great Falls, Bozeman, Missoula
Union: Yes
Addendum/Transcripts: Yes
Hiring Supervisor: Doug Peterson
Closing Date: June 20, 2007

The Department of Revenue is looking for an energetic and enthusiastic individual who enjoys the diversity of working in an office environment. To perform successfully as a Business Tax Auditor, you must be self-motivated with the ability to work independently and as part of a team. You must possess a strong work ethic and a positive attitude, and enjoy working with, and for, the public. The position requires math and computer skills and the ability to communicate effectively and respectfully with the public, as well as with your team of co-workers. The ability to research, understand and apply the laws, rules, policies and procedures that govern the work of the Department of Revenue, as well as, the ability to make sound decisions and be accountable for them, is essential.

The duties of a business tax auditor is to plan, direct and conduct audits on a variety of tax types, with the primary focus on income-based taxes paid by individuals and business entities. Audits will be conducted from the office and at locations throughout Montana.

This position requires conceptual knowledge of theories and practices of auditing and accounting; knowledge of computer spreadsheet programs and word processing; and effective oral and written communication skills. Applicant must be willing to travel and should have an interest in a career doing progressively responsible tax administrative work.

The above knowledge, skills, and abilities are acquired through a bachelor's degree in accounting or a degree in business administration, finance or public administration that included 24 upper level semester hours in accounting, or the required education to sit for the Montana CPA exam. Recent graduates are encouraged to apply.

The State offers its employees a great benefits package such as three weeks paid vacation, sick leave, full medical, dental and vision coverage along with life and disability insurances! This is a great career opportunity with a deferred compensation program and retirement benefits! The department offers additional training opportunities for all employees!

A typical average compensation package for an average salary of \$40,000/yr is:

Wages:	\$40,000.00
Benefits:	\$ 6,684.00
Retirement:	\$ 2,760.00

Total Average Wage Package **\$49,444.00**

Application Deadline: All application materials must be received by 5:00 PM on the closing date. Application materials may be sent directly to:

Human Resources
Department of Revenue
PO Box 1712
Helena, MT 59604

Applications submitted to a Job Service Office must be date stamped by the closing date. If you choose to fax your application, you will need to call to verify all pages are legible. **Late, unsigned or incomplete applications will not be considered.** This job announcement and the Montana State application form can be found on the Internet at www.mt.gov/revenue. Phone: (406) 444-9858 Fax: (406) 444-6998.

Accommodations: The State of Montana makes reasonable accommodations for any known disability that may interfere with an applicant's ability to compete in the recruitment and selection process or an employee's ability to perform the essential duties of the job. For the state to consider any such accommodation, the applicant must make known any needed accommodation. (Telecommunications Device for the Deaf – TDD 406-444-2830)

Application materials required for this position are:

1. A completed State of Montana Application. State of Montana application forms are now available on the Internet at www.mt.gov/revenue.
2. Addendum
3. University transcripts
4. Applicants claiming the Veteran's or Handicapped Person's Employment Preference (see State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials by the closing date. The required documentation includes a DD-214 or PHHS Certification of Disability form.

Failure to submit completed application materials will result in the application being rejected. Late applications will also be rejected. Please note: unsolicited information/materials submitted as part of an application will not be passed on to the hiring authority.

Background Check: Applicants will be subject to a criminal background review before being considered for employment. Individual circumstances involving a criminal conviction will be reviewed to determine an applicant's eligibility for employment.

Other Eligibility Requirements: Applicants must be in compliance with all appropriate Montana tax laws. Specifically, your tax filings must be current and arrangements made to pay any outstanding tax liabilities before any offer of employment can be made.

Union: These positions are covered by a union contract, which requires the applicants be selected for this position based on qualifications, ability and seniority. The successful applicant(s) will be required to join the bargaining unit and either pay dues or a representation fee.

New Employee Probation Status: For employees new to state government, final confirmation will be made following a six-month performance appraisal/probationary employment period.

Immigration Reform Control Act. In compliance with the immigration Reform Control Act, Public Law 99-603, the successful applicant will be required to provide documentation showing lawful authorization to work in the United States within three days of hire.

Montana Compliance with Military Selective Service Act. In accordance with the Montana Compliance with Military Selective Service Act, the person selected for state employment must produce documentation showing compliance with the Federal Military Selective Service Act. Examples of this documentation include a registration card issued by Selective Service, a letter from Selective Service showing a person was not required to register, or information showing by a preponderance of evidence that a person's failure to register with Selective Service was not done knowingly or willfully

Tell Us About Yourself!

Application Addendum

Department of Revenue
Accountant
Position Number #58106096
Application Deadline is June 20, 2007

- 1. Tell us why you feel you are qualified for this position by describing your accounting background, including your education and/or work experience. Please be as detailed as necessary to illustrate your qualifications. Include your name on each page you submit.**
- 2. Please indicate your location preference.**